

Client	Borough of Franklin Lakes, New Jersey	Vendor	GovOffice LLC
Address	480 DeKorte Drive	Federal Tax ID	83-1147199
City, State, Zip	Franklin Lakes, NJ 07417	Address	2112 Broadway Street NE, Suite 250
Phone	201-891-4000	City, State, Zip	Minneapolis, MN 55413
URL	franklinlakes.org	Phone	612-617-5700
		Fax	612-617-5701
Coordinator	Lynette Sidoti	URLs	govoffice.com help.govoffice.com
Phone	201-891-4000, extension 1204	E-mail	info@govoffice.com
E-mail	LSidoti@franklinlakes.org	Salesperson	Mike Chaloupka

Terms & Conditions

This Agreement, dated May 13, 2021 ("Effective Date"), is by and between GovOffice LLC, d/b/a GovOffice ("GovOffice") and the Borough of Franklin Lakes, New Jersey ("Client"). The term of this Agreement begins on the Effective Date and may renew the Agreement per the Agreement Renewal terms below.

Deliverables

- GovOffice will deploy a website for Client that includes all functionality and services as defined in *Exhibit A: Project Deliverables*, attached hereto.

Additional Services

- Client may contract at any time with GovOffice for additional Consulting, Website Design, Setup, Programming, and Training services (Project Development Services) that exceed those defined in Exhibit A. GovOffice will separately invoice Client for the additional services. Services or modules that incur additional usage fees may be purchased and activated at any time.

By initialing you acknowledge that you have read, understand, and agree to the contents of this page.

Authorized Staff or Elected Official

LSidoti

Coordinator

LS

Billing & Payment Terms

3. Upon execution of this Agreement, GovOffice will provide an invoice for **Year One charges of \$4998 (June 2021 – May 2022)** which will be due within 30 days of receipt.
4. **Year Two (June 2022 – May 2023) and Year Three (June 2023 – May 2024) charges of \$4998 per year** for GovOffice services as described in Exhibit A are invoiced prior to the next year of service and are due within 30 days or upon the annual anniversary date, whichever is later.
5. After site launch, if the Client's account exceeds 30 days past due, Service may be discontinued until the Client's account is made current. Client will be given 30 day notice prior to discontinuation of services for non-payment.

Agreement Renewal

6. Client may renew this Agreement for an additional 3 year period at an annual rate of **\$5518** and is eligible to receive again all deliverables (or other services up to an equal value) as presented in Exhibit A with said renewal.
7. Either party may terminate the Agreement at the end of the contract term by providing the other party with 60 days written notice, prior to the contract renewal date.
8. In the event that neither party gives 60 day notice prior to the end of the initial or any subsequent term, this Agreement will automatically renew for an additional contract term. GovOffice agrees to provide 1 renewal with the same level of services and the same contract term of 3 years as this Agreement, including a repeat of services at the same or comparable level of service as that described in Exhibit A.
9. Client may terminate this Agreement prior to the completed three (3) year term by providing written notice to GovOffice and by providing full payment for the entire remaining balance of the total dollar value of this Agreement within 30 days of termination.

By initialing you acknowledge that you have read, understand, and agree to the contents of this page.

Authorized Staff or Elected Official

Coordinator

Additional Terms & Conditions

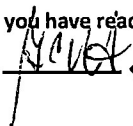
10. Client is subscribing to and licensing the GovOffice Content Management System (CMS) to construct and manage its website and related online services and agrees to the further Terms & Conditions at www.govoffice.com/terms.

11. GovOffice strives to complete all activities surrounding a Client's implementation (online training, graphic Web design, etc.) as efficiently as possible, but we do not guarantee the deployment of the website by or on any date.

-----Rest of page left blank intentionally-----

By initialing you acknowledge that you have read, understand, and agree to the contents of this page.

Authorized Staff or Elected Official



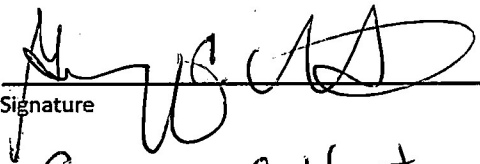
Coordinator



GOVOFFICE**SERVICE & LICENSE AGREEMENT****Acceptance**

We, the undersigned, agreeing to the conditions specified in this document, understand and authorize the provision of services outlined in this Agreement.

CLIENT—AUTHORIZED STAFF or ELECTED OFFICIAL


 Signature
 Gregory C. Hart
 Printed Name
 Borough Administrator
 Title
 6/2/21
 Date

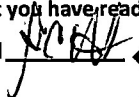
GOVOFFICE LLC


 Signature
 Eric Johnson
 Printed Name
 General Manager
 Title
 June 3, 2021
 Date

CLIENT—COORDINATOR


 Signature
 Lynette Sidoti
 Printed Name
 Deputy Borough Administrator
 Title
 6/2/21
 Date

By initialing you acknowledge that you have read, understand, and agree to the contents of this page.

Authorized Staff or Elected Official 

Coordinator 

EXHIBIT A: PROJECT DELIVERABLES**Service****Hosting, Maintenance, Security, Support**

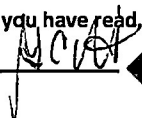
- License of GovOffice Content Management System (CMS) software,
- Unlimited bandwidth & Website hosting up to 6 GB of file uploads,
- Unlimited toll-free technical support for staff,
- Unlimited online training of GovOffice CMS software for staff,
- Access to Help.GovOffice.com website; includes CMS video tutorial library,
- Daily backups of stored website content and design files,
- Maintenance of Web servers and their installed security systems,
- 24/7/365 editing for unlimited Site Admin users and Superusers,
- Secure SSL (Secure Sockets Layer) administrative website,
- Secure TLS (Transport Layer Security) public website,
- DDoS (Distributed Denial of Service) protection,
- Upgrades of base GovOffice CMS (no downloads necessary)

GovOffice Content Management System (CMS)

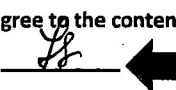
- Ability to limit access and administrative permissions to each user on the system and to add Groups of users
- Preview feature that shows how an unsaved edit would appear if saved and activated on the live site
- Live Site/ Live Page features allows users to switch between the website and Site Admin within one browser window
- Data storage tracker to help manage your load of Web content
- Audit log that shows editing activity of all administrative users; Update History shows last edit date of all sections
- Flexibility to add, delete, turn on/ off, name, and order via drag & drop all navigation menu buttons
- Import, type, and format text

By initialing you acknowledge that you have read, understand, and agree to the contents of this page.

Authorized Staff or Elected Official



Coordinator



- Create unlimited number of links to internal pages and external websites
- Upload, resize, position, and caption photos
- SmartForms for questions, comments, and requests to be contacted by staff
- Upload audio and video files
- Upload and name documents, such as Agendas & Minutes and newsletters
- Schedule of events, including repeating events, in both list and true calendar displays
- Online opinion polls with controlled responses and option to display the results
- Image gallery to create a Community Photo Album; includes slideshow capability
- Ability to add, turn on/ off, and remove sidebars and Promotions from any page
- Directory, including contact information and photos, of Elected Officials and staff
- Post news stories with a pre-set release date for automatic display on the live website
- Display job listings with post & deadline dates and post the employment application
- List Frequently Asked Questions with Return to Top link
- Related links to associated websites without posting long URLs
- Directory of local attractions and links to an online map
- Site Map for added ease by site visitors in locating a desired section of the website
- Last Edit stamp that shows the date on which any Web page was last updated
- Search engines on both the public and administrative websites
- Option for advanced users to switch to HTML mode for editing
- Intranet capability for staff only areas of the website; accessed only by username and password
- Bulk e-mail tool that allows visitors to opt-in/ opt-out of receiving e-mail notifications from your government office
- RSS feeds in from other news-related websites
- Friendly URLs (Section URLs) for all sections and sub-sections site-wide
- Meetings content type serves as a hub for details surrounding a public meeting (date, time, Agenda, Minutes, etc.)
- Google Analytics integration (site statistics)

Additional Service

NONE

By initialing you acknowledge that you have read, understand, and agree to the contents of this page.

Authorized Staff or Elected Official

Coordinator

Design**Premium Level Responsive Website Design (RWD) Package**

All creative and programming customizations will be based on the GovOffice Responsive framework and may include:

- Official logo and an Advanced Color Scheme that fully matches the Client's branding
- Custom font treatment for title graphic and slogan field
- Custom font treatment (Web safe fonts only) for section titles, promotion titles, and sidebar titles throughout
- Custom color (1) of Content Boxes on homepage (optional to use); no gradient within the Boxes is allowed
- Social media icons include Facebook, Twitter, Pinterest, YouTube, Instagram, LinkedIn, Blogger, and Nextdoor; icons may appear horizontally beside the Search box or vertically in a fixed position to the left of the browser window
- Favicon (Favorites Icon) and Mobile Touch Icon (linked icon for home screens of tablets and smartphones)
- Advanced Footer includes custom color and an image such as a logo and left, centered, or right justified text fields
- Secondary Navigation Block to appear just above the footer on every page; sub-sections may go no deeper than 2 levels; this feature is optional to use
- Choice of one homepage column configuration: 25-50-25, 33-34-33, or 67-33; all interior pages will be 25-50-25

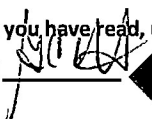
Customizations will not be made to the following: function of the standard rollover/ drop down navigation menu system (although Mega Menu is an option at no added charge), the style or function of Search, or the style of the social media icons (optional to use). Not included in this custom design project is development of an official logo for the Client or any enhancement to an existing official logo.

Advanced Image Slider

The Advanced Image Slider feature will be programmed so that a Slider may be added to any section or sub-section of the public website. Each Slider will support up to 5 images uploaded by the Client on its administrative website.

By initialing you acknowledge that you have read, understand, and agree to the contents of this page.

Authorized Staff or Elected Official



Coordinator



Images must be correctly sized according to specifications (to be determined; will be communicated by GovOffice to the Client) in order to display optimally within the Image Slider.

Filmstrip + Quick Links Icons

The Filmstrip feature will be styled and programmed to appear on the homepage only and include development of up to 15 Quick Links Icons for use within the Filmstrip. Each Icon may be linked to any interior page or to any external Web page and may be activated/ deactivated as the Client wishes. The Icons will be uploaded to the Filmstrip by GovOffice by way of the Homepage Setup (see "Content").

Advanced Notifications Banner

The Client's design will be programmed to include a Notifications Banner for the purpose of communicating notices, reminders, announcements, etc. A Notifications Banner may be added to any section or sub-section of the website and be activated only if a Notification has been created and turned on in the administrative website.

The banners will be a solid bar that sports one color site-wide and features a close out button. Notifications may be a line of text (either hyperlinked or not), and while there is no limit to the number of notifications posted at a time, it is suggested that the number of active notifications be kept to a minimum in the interest of usability by website visitors.

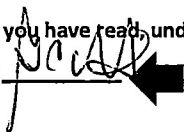
Local Weather Integration

The Local Weather Integration feature is a feed from the National Weather Service website at weather.gov. The linked display will show the current temperature and weather condition and be programmed to appear in the header of each page.

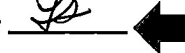
On tablets and smartphones the screen will be shrunk, and the desktop navigation menu will switch to a mobile menu. At that point the weather feed will move from the header area of the website to the navigation menu.

By initialing you acknowledge that you have read, understand, and agree to the contents of this page.

Authorized Staff or Elected Official



Coordinator



Carousel

The Carousel feature is included in the Premium RWD package but is optional to use; if used, it will be programmed to appear only on one page (homepage is most common). The Carousel will support up to 10 items at a time, and, provided it is activated on the administrative website and the images are turned on, the Carousel will slide from right to left of the live website.

Images within the Carousel must be correctly sized according to specifications (to be determined; will be communicated by GovOffice to the Client) in order to display optimally. Each item may be titled and linked to any Web page, internal or external. The Carousel itself will be styled with one solid color, and each item's title font will match the font type of section titles, promotion titles, and sidebar titles throughout the website.

Process of Premium Level Responsive Website Design Package

This project will be a 2 draft, 3 revision process whereby the GovOffice Design Team will create up to two drafts that reflect the goals and objectives shared by the Client during the initial interview. When ready, the drafts will be submitted to the Client for evaluation. Upon selection of the preferred draft (1 out of the 2) by the Client, GovOffice will further develop it with up to three rounds of revision before asking for final approval.

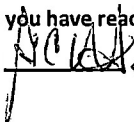
Additional Design

NONE

-----Rest of page left blank intentionally-----

By initialing you acknowledge that you have read, understand, and agree to the contents of this page.

Authorized Staff or Elected Official



Coordinator



Content

Complete Navigation Analysis & Restructure

Content professionals will analyze the entire site navigation menu and then organize and label up to 700 pages according to best practices of usability and information architecture for professional, Responsive website designs.

First the Client will be asked to purge any dated section, sub-section, and content such as text, uploaded images, items, sidebars, and related links from the website in order to streamline the project. Then the entire navigation menu of the Client's current, live website will be analyzed.

Next a Test Site with a proposed navigation restructure mock-up will be created and shared with the Client. The Client will be encouraged to submit feedback after the initial mockup, and GovOffice will subsequently make up to 2 rounds of revision before asking for final approval. Upon approval, the navigation menu restructure as shown on the Test Site will be built on the live, public website.

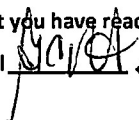
Homepage Setup

Content professionals will assemble and organize the Client's current homepage content to conform to its Responsive design. The Homepage Setup includes:

- Formatting welcome text, if necessary
- Displaying news, events, calendars, etc. in a visually appealing way
- Using Sidebars, Promotions, and Content Boxes, if desired, to display related links, text, and images
- Uploading and arranging up to 5 images within the homepage Image Slider
- Uploading and arranging up to 10 Quick Links Icons in the homepage Filmstrip
- Uploading and arranging up to 5 items in the Carousel
- Link to Accessibility Statement (provided by GovOffice; stock/ customizable; optional) on an interior section

By initialing you acknowledge that you have read, understand, and agree to the contents of this page.

Authorized Staff or Elected Official



Coordinator



Additional Content

NONE

-----Rest of page left blank intentionally-----

By initialing you acknowledge that you have read, understand, and agree to the contents of this page.

Authorized Staff or Elected Official

[Signature]

Coordinator

[Signature]

Resolution 162-21

Award Contract – Website Upgrade

WHEREAS, N.J.S.A. 40A:11-5(1)(dd) provides that the Mayor and Council may award a contract for the provision of services for the support or maintenance of proprietary computer software without public advertising for bid; and,

WHEREAS, the Borough Administrator recommends the award of a contract for the upgrade of the Borough's proprietary website content management system and the hosting, maintenance, security and support of the Borough's website to GovOffice LLC, 2112 Broadway Street NE, Suite 250, Minneapolis, Minnesota 55413, for a three year period, for the proposal amount of \$14,994.00, payable over three years;

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Franklin Lakes that the recommendation of the Borough Administrator is approved and the contract for the upgrade of the Borough's proprietary website content management system and the hosting, maintenance, security and support of the Borough's website be and is hereby awarded to GovOffice LLC, for a three year period, for the proposal amount of \$14,994.00, payable over three years; and,

BE IT FURTHER RESOLVED that the Chief Financial Officer has certified the availability of funds for the 2021 cost of \$4,998.00 for this contract award:

Account No.: 1-01-20-100-105
Account Name: Administration/Website Professional Services

Certification of Funds:

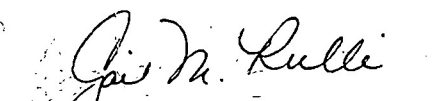


William G. Pike, Chief Financial Officer

BE IT FURTHER RESOLVED that, because this contract award is for a multi-year contract, this contract award is subject to appropriation of sufficient funds in the Borough's budgets in future years; and,

BE IT FINALLY RESOLVED that a copy of this resolution be forwarded to GovOffice LLC.

I, Gail M. Rulli, Municipal Clerk for the Borough of Franklin Lakes, do hereby certify that the above is a certified true copy of a resolution passed by the Mayor and Council on the 1st day of June 2021, at 7:30 P.M. via Zoom videoconferencing, a quorum being present.



Gail M. Rulli, Municipal Clerk

June 1, 2021

Date